



FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROCEDURE

Title: Placement of Inactive Youth Procedures

Related Policy: FDJJ – 8325

I. DEFINITIONS

Inactive Status – When a youth is removed from a residential commitment program and identified in the Juvenile Justice Information System (JJIS) to be in jail, in secure detention, on escape status, or in a medical or mental health facility.

II. STANDARDS/PROCEDURES

A. Inactive Status:

1. When a youth in a residential commitment program is placed in a juvenile detention center or jail for a new law violation and is gone longer than 48 hours from the residential program, the youth will be placed on inactive status by residential program staff and the bed will be made available for the next youth on the waiting list.
2. When a youth escapes from a residential commitment program and is gone longer than 48 hours, the youth will be placed on inactive status by residential program staff and the bed will be made available for the next youth on the waiting list.
3. If a youth is placed in a medical or mental health facility for longer than five (5) calendar days, the Facility Program Director must notify the Chief Commitment Manager in the region. The Chief Commitment Manager will then contact the Residential Regional Director to decide if the vacant bed will be filled. The youth shall be released from the current residential placement in JJIS immediately upon removal from the program.
4. Youth who are transported to court and gone from the program for more than 48 hours will not be placed on inactive status.

B. Program Return:

1. If, at any time, a youth is returned to a program from detention, jail, or another placement, the program will accept the youth. If this puts the program over capacity, the program will accept the youth and no new admissions will be made until the program's budgeted capacity is met. If the program is presented a new youth for admission, while the facility is over capacity due to a returned youth, the Facility Program Director will contact the Chief Commitment Manager in the region to explain why the new youth should be denied admission.

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III. RESPONSIBILITY AND DUTIES

A. Facility Program Director:

1. Notifies the Chief Commitment Manager, in the region where the program is located, when a youth is placed in secure detention, in jail, or who escapes from the program to determine when the vacant bed should be filled.
2. Notifies the Chief Commitment Manager, in the region where the program is located, when a youth has been in a medical or mental health facility for five (5) calendar days to determine when the vacant bed should be filled.

B. Chief Commitment Manager:

1. Reviews with the Facility Program Director youth who are on inactive status to determine when vacant beds may be filled.

C. Residential Regional Director:

1. Reviews with the Chief Commitment Manager those youth who have been in a medical or mental health facility for five (5) calendar days and gives approval to fill the vacant bed.

IV. ATTACHMENTS – N/A